


Policy Number	020
Policy Owner	Bureau of Developmental Services (BDS)
Policy Name	Waiting List Funds for Developmental Disability Services
From	Christine Santaniello, BDS Director
Administrator's Signature	
Regulatory and Other Reference(s)	RSA 171-A; He-M 503; He-M 517, Home and Community Based Services (HCBS) Waiver
Approval Date	July 10, 2017
Effective Date	August 1, 2017
Revision History	N/A
Key Contacts	BDS Finance Administrator, BDS Liaisons

Policy Statement:

The Department of Health and Human Services (DHHS), BDS develops and maintains policies and procedures to outline the process for implementing BDS programs and services, ensure compliance with applicable federal/state laws, regulations and requirements, and to support the BDS mission and strategic planning goals

Purpose and Intent of Policy:

The purpose of this policy and procedure is to set forth the criteria and procedure for the allocation and use of Waiting List (WL) dollars for Developmental Disability services. The final authority and responsibility for approving funding requests related to the Wait List (WL) rests with BDS.

Definitions:

Waiting List: A listing of individuals maintained by the area agency (AA) in the WL Registry for those individuals who need and are ready to receive services but who do not have funding for services needed.

Projected Services Needs List: A listing of individuals maintained by the AA in the WL Registry for those individuals who will be needing services later in the current fiscal year or within the next four fiscal years.

Procedure for those requesting Developmental Services:

1. The AA shall enter all of the required information into the WL section of the Registry for each individual needing services and funding currently.
2. The AA shall enter information on the PSNL for those who do not need services currently but will be needing services later in the present fiscal year or within the next four (4) fiscal years.
3. The AA is expected to ensure that the projected annualized cost estimates included in the Registry are informed by the results of evaluations (may include, but not limited to: SIS, HRST, Risk Assessments, and START).
4. If the WL allocation approved by the Legislature is the full amount requested by BDS then all individuals who were in the Registry, when the BDS request was made, will receive WL funds for the amount entered into the registry.
 - The amount requested by BDS is based on the information contained in the “snapshot” of the Registry taken on a certain date. AA’s will be informed of the date used by BDS.
 - By the time the WL allocation is formally approved in the State budget, the Registry may have been revised (i.e., names deleted or added, and/or information has changed).
5. If the WL allocation approved by the Legislature is not the full amount requested:
 - BDS identifies the amount of Waiting List funds to be allocated to each region.
 - Unless otherwise directed by BDS, the AA assigns priority to those in the Registry based on the factors identified in He-M 503.13
 - The AA documents the assigned priority when it is completing the “Allocation Module” of the Registry.
 - The AA shall not carve out certain individuals from the WL funds allocation process and “save” them as future Advanced Authorization requests.
6. Once the AA receives approval for their WL plan from BDS, the AA shall prepare the Prior Authorization (PA) packets as outlined in the PA policy. As noted in the policy, it is imperative that the AA submit PAs prior to the actual start of services. If an AA provides services without an approved PA it is at risk of the PA not being approved for the date services started and is at risk for non-payment for services provided. Furthermore, BDS reserves the option to take back funds for services for which there is no PA in place. These funds may be redirected to another AA for the purposes of serving other people from the WL.

7. If an individual/family/guardian decides not to use their allocated WL amount, the AA will redirect the unused funds to others on the AA's WL or PSNL in order to fulfill its obligation to serve the total number of individuals identified with the regional WL allocation approved by BDS.
 - The AA is not permitted to serve fewer people with the specific WL funds approved for the region.
8. The AA has the flexibility to adjust individual WL allocations as long as:
 - The regional bottom line WL amount identified by BDS is not exceeded; and
 - The number of individuals to be served is not reduced.
9. The WL funds allocated to a specific individual shall be used within the designated fiscal year or within six-months of the future "requested date of service," whichever is later.
 - Example: If an individual's requested date of service is July 15, 2017, the Wait List funds must be used by June 30, 2018 (end of fiscal year).
 - Example: If an individual's requested date of service is May 15, 2017, the Wait List funds must be used by November 15, 2017.
10. If any WL funds are not used during the applicable utilization period, as identified in item #9 above, the AA will return the unused funds to BDS and BDS will assign the unused amount to another AA to serve someone on the WL. BDS will assign these funds based on factors, such as, but not limited to, numbers of people waiting for services, numbers meeting an advanced authorization criteria, AA with the lowest average WL cost, and/or other factors impacting the developmental services system at that time.
 - These additional funds are to be used for a person on the WL or PSNL
11. When an individual is given WL funds the AA shall take his/her name off the WL/PSNL as soon as BDS approves the AA's regional plan for utilization of the WL allocation.
 - Partial allocations for specific service categories should not be used, resulting in an individual's name being kept on the list in spite of being given funds.
12. To assist BDS in providing reports to the Legislative Oversight Committee the AA shall enter the following information into the Registry database at least monthly, ensuring that data is current and no later than the last day of the month. Including:
 - Dates when funds are assigned and the individuals names are taken off the list.
 - Dates when actual services are initiated.

13. The BDS Liaison will work with the AA on a regular, consistent basis to ensure the wait list data is current and accurate. The Liaison will communicate with the area agency at a minimum of a monthly basis to review the Wait List Registry and related allocations.
14. If any WL funds become available as one-time savings (due to delayed start-ups, etc.) the BDS Liaison will work with the AA to determine if there is a need to provide temporary assistance (e.g., respite) to those who are in the Registry and not receiving any Wait List funds.
 - Those who are given such one-time funds should remain on the list, as only those who receive annualized funds are taken off the Wait List/PSNL.
 - Some of the one-time savings may be redirected to those from another region who qualify for temporary crisis funding.
15. If the needs for Wait List funds exceed the amount appropriated by the Legislature, BDS will determine if unused, one-time or annualized dollars shall be moved from one region to another to meet the needs of the entire system. In those instances when this process is implemented, BDS will communicate it in writing to all area agencies.
16. Unless otherwise directed by BDS, only individuals on the WL or Projected Services Need List (PSNL) are eligible to receive WL Funds.